

MANSFIELD TOWNSHIP COMMITTEE MEETING

May 11, 2022

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters. Mr. Farino and Mr. McGuinness absent.

Salute to the flag was done by all.

SWEARING IN CEREMONY

The swearing in of Sgt. Almin Hodzic was performed by Mrs. Orlando.

PUBLIC PORTION – CONSENT AGENDA ITEMS

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda Items.

Seeing none, the Public Portion for Consent Agenda Items was closed.

CLERK'S REPORT

Mrs. Orlando reported:

- DPW Supervisor – Mrs. Orlando will act as department head, checking in twice a week, until a supervisor is squared away.
- Redwood Run Ordinance – A portion of the road Redwood Run at the Meadows was requested to be changed in December 2021 which will be handled now.
- Saint Claire's – Mrs. Orlando met with Mansfield EMS and St. Clare's for an interface agreement proposal.
- COAH – Mrs. Orlando will have a meeting with attorney Katrina Campbell and Dan Block from Land Use to go over obligations and where we are with that. Will report on it at next meeting.
- Janes Chapel Road – Will be closed starting tomorrow, Thursday, for DPW work before the contractor gets there. Mrs. Orlando notified the school, bussing, and posted on Facebook about the closure. School busses will be able to get through.
- Environmental Commission – Mrs. Orlando is guiding them on records retention and how to take care of their records.

CFO REPORT

Mrs. Mollineaux reported:

- Resolutions – There are items on the agenda regarding salary.
- Budget Hearing – Will be the next meeting for final adoption where the public has the opportunity to ask questions. If the Committee needs a copy, let Mrs. Mollineaux know.

EMPLOYEES' REPORTS

Mrs. Fascenelli reported:

Flea Market – Held on Saturday April 30 & Sunday May 1 by the Green Team. Event was a huge success with close to 400 customers; more on Saturday than Sunday. Weather was fantastic. Positive feedback from sellers and buyers with everyone excited that it brought people together and provided a sense of community. All want another next year, and many sellers asked to be put on next year's list. We'd like to do another in the spring. Several suggestions for sale of coffee or bottled water and a food truck.

Mrs. Fascenelli would like it on record to thank the following people for their help with the event: John Snyder from the Dept of Public Works for getting the area ready for us, Monica Orlando for promoting the event, Tri-County Fire Department for allowing us to use their parking lot, Girl Scout Troop 96096 for assisting sellers setting up in the morning, Bob Jewel for assisting with parking on Saturday, Dave Raffaele for assisting with parking on Saturday and Sunday, Rich Fascenelli for being our go-to-guy when things needed to get done, all the vendors who participated as well as everyone who came from community, and Green Team member Leigh Raffaele for help in organizing the event. Mrs. Fascenelli thanked the Committee for allowing the Green Team to take on this project and supporting us.

ENGINEER'S REPORT

Mr. Quamme was absent. Mayor Watters asked how long it takes the county to review the septic system. Mrs. Orlando stated they got back to us with a couple changes and other things they require for the septic. Mrs. Orlando will send an email to all involved. The plans should be sent to her by the end of the week.

ORDINANCES

Second Reading

Mr. Hayes made a motion to approve Ordinance for a Capital Ordinance for Recreation Pole Barn, which was seconded by Mrs. Mora Dillon.

Mayor Watters opened the meeting for public comment; seeing none, public portion was

closed.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

**AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN,
STATE OF NEW JERSEY APPROPRIATING \$175,000.00 FOR THE CONSTRUCTION
OF A RECREATION POLE BARN**

WHEREAS, there is a need to construct a Recreation Pole Barn for use by the different recreation programs in Mansfield Township; and

WHEREAS, the Township of Mansfield applied for and received a Local Recreation Improvement Grant from the State of New Jersey in the amount of \$50,000;

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The amount of \$50,000.00 is hereby appropriated from the State of New Jersey Local Recreation Improvement Grant and \$125,000.00 from the Open Space Trust fund
2. There is no debt incurred by this Ordinance.
3. This ordinance shall take effect immediately after final passage, approval, publication as provided by law.

First Reading

Mr. Hayes made a motion to approve the first reading of Ordinance to Amend Chapter 182-3 Fees Enumerated which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

**AN ORDINANCE AMENDING CHAPTER 182 OF TOWNSHIP CODE OF
THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY**

WHEREAS, the Township of Mansfield recognizes the importance of hiring and maintaining a trained police officers; and

WHEREAS, the Township does not currently offer employment to applicants that have not completed a certified police training academy successfully; and

WHEREAS, the Chief of Police has made the recommendation to open the application process to applicants who have not yet attended a certified police training academy; and

WHEREAS, the application fee charged shall be seventy-five dollars (\$75.00) to help off set the

cost of academy tuition for any hired applicant;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY that Chapter 182 of the Township Code shall be amended to include Article XII Fee for Police Candidate Application seventy-five dollars (\$75.00) for all applicants.

First Reading

Mr. Hayes made a motion to approve the first reading of Salary and Wage Ordinance for Police Officer Academy Pay and Post Academy Pay, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MANSFIELD AND THE METHOD OF PAYMENT OF SUCH SALARIES AND WAGES

BE IT ORDAINED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

SECTION 1, The salaries per annum of rates of compensation of the following officers and employees of the Township of Mansfield are determined to be as follows:

Police Officer – Academy	\$40,000.00
Police Officer – Post Academy	\$46,000.00

First Reading

Mr. Hayes made a motion to approve the first reading of an ordinance to Change Name of Portion of Redwood Run, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

AN ORDINANCE CHANGING THE NAME OF A PORTION OF REDWOOD RUN TO CLUBHOUSE COURT IN TOWNSHIP OF MANSFIELD, COUNTY OF WARREN

WHEREAS, the Township of Mansfield presently intends to change the name of a portion Redwood Run to Clubhouse Court; and

WHEREAS, N.J.S.A. 40:67-1(k), provides that the governing body of a municipality may make,

amend, repeal and enforce ordinances to provide for changing the names of streets within such municipality; and

WHEREAS, this name change shall affect the length of Redwood Run from the intersection of Thomas Knoll Boulevard easterly to the cul-de-sac; and

WHEREAS, the Port Murray Post Office shall be notified of such change by provision of a copy of this Ordinance; and

WHEREAS, the Mansfield Township Police Department, OEM, Warren County Communications, and all Township emergency services shall likewise be notified of such change by provision of a copy of this Ordinance; and

WHEREAS, the Township Engineer, Tax Assessor, and Tax Collector shall be notified of such a change by provision of a copy of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY that the following street name is hereby changed as delineated below:

Section 1. The name change of Clubhouse Drive shall affect the portion of the length of Redwood Run, located as aforementioned, and depicted on Tax Map Sheet 15, Block 1501 from the intersection of Thomas Knoll Boulevard easterly to the cul-de-sac.

Section 2. This Ordinance shall take effect immediately upon final passage and publication as required by law.

CONSENT AGENDA

Each of the following resolutions A – J were presented before the Township Committee at the May 11, 2022, meeting and have the unanimous approval of all the members of the Township Committee, with the same legal effect as though each was read in its entirety at the May 11, 2022, meeting and adopted by separate vote.

Motion by Mr. Hayes, second by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

Resolution to Authorize and Approve a Salary for an Employee

WHEREAS, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2022, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Illena Raffaele	Deputy Township Clerk	\$ 47,606.00 commencing 5/12/22

Resolution to Authorize and Approve a Salary for an Employee

WHEREAS, Ordinance Numbers 2020-14, 2021-15, 2021-17 and 2021-20 establishes the salaries and wages for the employees of the Township of Mansfield, County of Warren,
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that the following named employee shall be compensated for the year 2022, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
David Hanf	Detective Stipend	\$ 1,000.00 commencing 2/1/22

Resolution to Appoint and Approve a Salary for an Employee

WHEREAS, in accordance with Township Code, Chapter 77, Section 8, the Police Department shall consist of one Chief of Police, and such Lieutenants, Sergeants, police officers as deemed necessary and appropriate; and
WHEREAS, the Police Chief has recommended Almin Hodzic be appointed to Police Sergeant in the Mansfield Township Police Department; and
WHEREAS, Ordinance Number 2020-14 established the salaries and wages for the employees of the Township of Mansfield, County of Warren;
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that they do hereby appoint Almin Hodzic as Sergeant in the Mansfield Township Police Department and shall be compensated for the year 2022, unless otherwise noted, in the amount as designated below:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>
Almin Hodzic	Sergeant (2)	\$ 106,329.00 commencing 5/12/22

Resolution to Authorize Unpaid Sick Leave for DPW Employee

WHEREAS, the Township Committee (“Committee”) of the Township of Mansfield (“Township”) finds and declares that John Tate, Jr. (“Employee”) is an employee of the Mansfield Township Department of Public Works; and
WHEREAS, the Committee further finds and declares that the Employee will be out of work on unpaid leave as of May 11, 2022; and
NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield does hereby grant unpaid leave to the Township Employee, John Tate, Jr., during the period of May 11, 2022 through May 25, 2022; and
BE IT FURTHER RESOLVED, that the Acting Township Clerk be and is hereby directed to formally notify the Public Employees’ Retirement System of said status and to cause the same to be included in the records maintained for said employee.

**Appointing J. Michael MacDonough Police Chief
and Authorizing Mayor to Sign Police Chief Contract**

WHEREAS, in accordance with Township Code, Chapter 77, Section 9, the head of the Police Department of the Township of Mansfield is the Chief of Police; and
WHEREAS, the responsibilities and duties of the Chief of Police are delineated in N.J.S.A. 40A:14-118 as well as Township Code, Chapter 77, Section 17; and
WHEREAS, Michael Reilly has retired as Chief of Police of the Mansfield Township Police Department, effective March 31, 2022; and
WHEREAS, the Township of Mansfield finds and determines that J. Michael MacDonough meets and exceeds all qualification requirements for appointment to said position; and
WHEREAS, based on the foregoing, the Township Committee of the Township of Mansfield has determined that J. Michael MacDonough is qualified to serve as the Chief of Police of the Mansfield Township Police Department and will be able to perform the duties of Chief of Police.
NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, that J. Michael MacDonough is hereby appointed to serve as Chief of Police of the Mansfield Township Police Department, wherein he shall be responsible for performing all of the duties set forth in N.J.S.A. 40A:14-118 as well as Township Code, Chapter 77, Section 17, as well as any and all other Rules and Regulations pertaining to the said position effective April 1, 2022; and
BE IT FURTHER RESOLVED, that the Mayor is authorized to sign the Police Chief contract as agreed upon by the Township Committee.

Authorizing Contract Professional Services Engineering for Zoning

WHEREAS, there exists a need for the service of an Engineer for Zoning Services in the Township of Mansfield; and
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids and the contract itself must be available for public inspection.
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

1. The agreement with the Ferriero Engineering is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a firm authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield
2. This contract shall be for \$20,000.00.

Authorizing Mayor to Sign Separation and General Release Agreement

WHEREAS, DPW Supervisor John C. Snyder was employed by the Township of Mansfield; and
WHEREAS, Mr. Snyder has set a retirement date of July 1, 2022; and
WHEREAS, Mr. Snyder has agreed to the terms set forth in the Separation and General Release Agreement;
NOW THEREFORE IT BE RESOLVED; by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, the Mayor is authorized to sign the aforementioned Agreement.

**Resolution to Authorize Key-Tech Laboratories to Perform
NJDOT Required Testing on Janes Chapel Rd & Mount Bethel Rd**

WHEREAS, the Township of Mansfield received New Jersey State Aid for Roadway Improvements on Janes Chapel Rd and Mount Bethel Rd; and
WHEREAS, the N.J.D.O.T. requires Core Sampling and Testing per NJ State Aid; and
WHEREAS, KeyTech Laboratories is accredited by AASHTO Material Reference and currently performs testing services on numerous local aid/state aid project throughout the State of New Jersey;
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren that :

1. Key-Tech Laboratories is authorized to complete the NJDOT required testing and reporting.
2. This contract shall not exceed \$5500.00

Authorizing Payment of Municipal Obligations

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and
WHEREAS, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;
NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

PREPAID LIST	
CURRENT	\$310,272.24
CAPITAL	
TRUST	\$
DOG	\$

RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$73.96
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
TOTAL	\$310,346.20

BILLS LIST	
CURRENT	\$717,447.22
CAPITAL	\$5,925.40
TRUST	\$
DOG	\$33.00
RECREATION	\$
OPEN SPACE	\$
DEV ESCROW	\$2,921.90
UNEMPLOYMENT	\$
TAX PREMIUM	\$
MANDATORY DEV	\$160.00
OUTSIDE EMPLOY	\$
FORF ASSETS	\$
TOTAL	\$726,487.52

COMMITTEE COMMENTS

- BOE Meeting – Mrs. Mora Dillon and Mrs. Mollineaux met with the BOE to get information on their budget.
- Clubhouse Opening – Mrs. Mora Dillon and Mayor Watters will attend a ribbon-cutting ceremony for the Meadows’ Clubhouse this Saturday at 3 pm.
- Donation – Mrs. Mora Dillon stated a donation was received from Irish Meadows to be used to help the building of the Recreation Pole Barn.

PUBLIC PORTION

Mayor Watters opened the Public Portion of the meeting for comments; seeing none, the public portion was closed.

EXECUTIVE SESSION

Mayor Watters announced moving into Executive Session at 8:05 pm

Mr. Hayes made a motion to go into Executive Session at 8:05 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters
 Nays: None
 Absent: Mr. Farino, Mr. McGuinness
 Abstain: None

Mr. Lavery stated the Executive Session discussion will include:

- Contractual with EMS
- Tax appeal
- Contractual with real estate
- DPW personnel matter
- Zoning issue

RETURN FROM EXECUTIVE SESSION

Return from Executive Session at 9:15 pm.

Roll Call: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Mr. Lavery announced the return from Executive Session where they discussed:

- Contractual with EMS
- Tax appeal which is attorney/client privilege
- Contractual with real estate
- DPW personnel matter
- Zoning issue which was attorney/client privilege

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Lavery requested a motion to authorize the Clerk to draft a letter discussed in Executive Session.

Mr. Hayes made a motion to authorize the Clerk to draft a letter discussed in Executive Session, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: Mr. Farino, Mr. McGuinness

Abstain: None

Mr. Hayes made a motion to adjourn at 9:28 pm, carried unanimously.

Respectfully submitted,
Illena Raffaele
Deputy Clerk/Registrar